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13 September 1963

MEMORANDUM FOR: Chief, CIA Archives and Records Center

SUBJECT: Aperture Card Viewers

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1. It has been determined that the eight-frame aperture cards stored at [redacted] have not been converted to four-frame aperture cards. It will thus be necessary to hold the eight-frame cards and two viewers at the Center. Arrangements will be made with RID/LOG to send you two four-frame viewers. The remaining six eight-frame viewers may be turned back to Supply by your Logistics Officer.

2. You are requested to store both the eight and four frame aperture cards in metal trays of the following description:

<u>Stock Number</u>	<u>Nomenclature</u>
7110-483-4414	Tray, Drawer, Filing Cabinet,
Same as Remington	For $3\frac{1}{4}$ x $7\frac{3}{8}$ inch card, $28\frac{1}{4}$ "
No: 2421-.4	long, $8\frac{1}{4}$ " wide - used with
	tabulating card cabinet.

This type of tray protects aperture cards from damage, which affects their future utilization with EAM equipment. It would seem, from our recent tour, that these could be stored most efficiently in the stacks, thus reducing card cabinet space while preserving machine-ability of the cards.

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